

TOWN OF FRANCESTOWN
OFFICE OF SELECTMEN
27 MAIN STREET • P.O. BOX 5
FRANCESTOWN, NEW HAMPSHIRE 03043-0005

EXECUTIVE ASSISTANT

JOB SUMMARY

Main duty is to serve in the Board of Selectmen's Office in a multitasking capacity. The position will be an integral part of the Town's administrative team, requiring the ability to work independently with good communication and organizational skills. Understanding of basic municipal operations is essential, and continuing education is required to maintain current knowledge of the ever changing municipal laws and regulations.

SUPERVISION RECEIVED

This position will work under the general supervision of the administrator.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The listed examples are illustrative only and may not include all duties found in this position

- Responsible for receiving visitors to the Board of Selectmen's Office window, answering telephone, answering inquiries from residents and the public; providing requested information as appropriate; and determining matters requiring attention of other town officials or departments.
- Maintain the office filing system. Files a variety of documents such as correspondence, reports, meeting minutes, paid bills, etc.
- Enter daily deposits into QuickBooks from Town clerk, Tax collector and miscellaneous deposits via mail, customers and residents.
- Provide administrative support to the Building Inspector as needed.
- Review Hillsborough County registry records periodically.
- Performs duties in the preparation and maintenance of physical and computerized assessing records.

- Assists administrator with maintaining property assessment files and tax maps in regard to property ownership, including maintaining all assessing, exemption changes from deeds, mailings, and town clerk correspondence, etc.
- Maintain building permit procedures to ensure all changes are recorded in assessing records and appropriate approvals have been completed.
- Type reports, memoranda, and correspondence under the direction of the administrator, correcting grammar, style, and format of material when necessary.
- Maintain and update daily the Town website for all commissions, committees, and boards and all Town departments.
- Complete Timber Tax transactions, from Notice of Intent to Tax Warrants, maintaining accurate records and mailing appropriate copies to various agencies, owners and loggers/forester.
- Maintain documentation and reconcile petty cash quarterly.
- Maintain and update under the direction of the administrator personnel files in accordance with state and federal regulations; also will maintain a record of fulltime employees vacation and personal days.
- Pick up mail from the Post Office daily and distribute.
- Organize and place office supply orders.
- Member of the Safety (Joint Loss Management) Committee, including organizing meetings quarterly and taking meeting minutes.
- Assists the administrator regarding ensuring Town compliance with Department of Labor laws.
- Under the supervision of the administrator, set up a filing procedure to ensure town is in compliance with RSA 33-A regarding the disposition of Municipal Records.
- Assist the administrator in preparation for Town Budgets, Town Report and other reports, as needed.
- In the absence of the administrator, perform the weekly payroll checks, Accounts payable checks, and other related payments and filing of related paperwork and check manifest.
- As needed, prepare payroll, compute and prepare withholding tax, retirement payments, and social security payments; prepare manifests for accounts payable and may prepare checks; maintain records of receipts and reconciles ledgers.
- In the absence of the administrator, attend Board of Selectmen meetings and takes meeting minutes
- Perform other duties as required and needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of financial reporting and bookkeeping practices, knowledge of State statutes dealing with town administration.
- Knowledge of town office administrative practices and procedures.

- Knowledge of personnel administration.
- Knowledge of Microsoft Office Products (Word, Excel, PowerPoint, and Outlook).
- Knowledge of Avitar assessing software.
- Knowledge of basic website design.
- Ability to plan, organize, and coordinate work projects.
- Ability to speak, write, and communicate effectively.
- Ability to establish and maintain effective working relationships with others.

PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The majority of the duties will be performed in an office setting, however the Executive Assistant must have the mobility to move around building and facility tours for the Safety Committee, while taking meeting minutes.

For communicating with others, talking is required. For receiving information and instructions from others, hearing is required. For doing the job effectively and correctly, sight is required, specifically close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use fingers to finger, handle, and feel objections or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.